Updating Personal Information

1. From the Home screen, click **Personal** on the menu bar or click the **Family Info** tile

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2. Click on the blue links to view or update information.
   a. Addresses and phone numbers can be updated on the child, parents/guardians and contacts.
   b. Contacts can be added and set up as payers.
   c. The child's attendance can be viewed.
   d. The child's information record can be viewed.
3. Click on **SAVE** to keep changes

Please note: The School Management team will be notified of any changes. All updates to child information must be approved by the School Management team. If the child information updates are not approved, an email notification will be sent using the email address on file.